

DEPARTMENT OF THE NAVY

COMMANDER STRIKE FIGHTER WING
U.S. PACIFIC FLEET
NAVAL AIR STATION
LEMOORE, CALIFORNIA 93246-5022

COMMANDING OFFICER
NAVAL AIR STATION
700 AVENGER AVENUE
LEMOORE, CALIFORNIA 93248-5001

CSFWPACINST 5400.1A/
NASLEMINST 5400.1
N10
23 Jul 98

COMSTRKFIGHTWINGPAC INSTRUCTION 5400.1A/
NAS LEMOORE INSTRUCTION 5400.1

Subj: PROCEDURES FOR AIR WINGS/SQUADRONS DEPLOYING FROM AND
RETURNING TO NAVAL AIR STATION, LEMOORE

Ref: (a) NASLEMINST 4500.3J
(b) COMSTRKFIGHTWINGPACINST 1750.2D
(c) CINCPACFLT OPORD 201
(d) COMSTRKFIGHTWINGPACINST 1306.1C

Encl: (1) Legal Pre-deployment Checklist
(2) Personnel Pre-deployment Checklist
(3) Allowance Record of Section "C" Items
(4) Maintenance Pre/Post-deployment Checklist
(5) CSFWP 5400/1 (2-95), Non-Deploying Personnel Roster

1. Purpose. To set forth procedures to be followed by Commander, Strike Fighter Wing, U.S. Pacific Fleet (COMSTRKFIGHTWINGPAC) squadrons deploying from and returning to Naval Air Station, Lemoore. This is a major revision and should be read in its entirety.

2. Cancellation. COMSTRKFIGHTWINGPACINST 5400.1

3. Discussion. In order to standardize the procedures and actions of STRKFIGHTWINGPAC units for deployment from and return to CONUS, specific instructions are contained herein. Compliance with these procedures will facilitate the movement of units and serve to make possible smooth transitions from shore to sea and vice versa. The NAS Lemoore Public Affairs Officer shall be included in all planning meetings held for returning squadrons.

4. Deployment Procedures

a. Vacating procedures for assigned hangar spaces are as follows:

(1) One month prior to departure date notify NAS Lemoore Supply Department Resource Management Board of impending departure so preparatory actions regarding turn in of office equipment, inventories, and check out procedures can commence. On the departure

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date, after all squadron property has been removed, a detailed physical inventory of minor property shall be taken jointly by the unit and the Supply Department. Upon verification of the property being returned by the fleet unit, Supply Department shall acknowledge return of all minor property. Any shortages will be reported to Commanding Officer, NAS Lemoore, via COMSTRKFIGHTWINGPAC.

(2) Safes will be locked open with the combination written on masking tape and adhered to the inside of the drawer and on the top of the safe. Safes should have the combination changed to 50-25-50.

(3) Upon verification of Missing, Lost, Stolen or Recovered (MLSR) items, the fleet unit will provide a rough draft of an MLSR report DD200, Financial Liability Investigation of Property to the NAS Lemoore Supply Department. Strict accountability will be the rule. Lost, stolen or misplaced government equipment will be tracked to the nearest responsible party, and if liability indicates the loss was due to personal or professional irresponsibility, appropriate reimbursement actions will be initiated.

(4) Upon return of minor property to Supply Department custody, all keys to hangar spaces will be accounted for and turned over to the COMSTRKFIGHTWINGPAC for custody.

(5) Disposal and salvage of metal or other materials should be handled according to procedures set forth in reference (a).

(6) The following checklist will be strictly adhered to and is provided to assist unit representatives in preparing the hangar spaces for transfer:

(a) Strip tile decks of all old wax.

(b) Clean all decks, lockers, safes, and cabinets of all papers and loose gear.

(c) Wipe down or scrub all bulkheads, woodwork, and painted surfaces.

(d) Scrub decks in heads; remove stains from bowls, wash basins, and deep sinks.

(e) Remove all graffiti, papers, charts, and notices from bulkheads, doors, and bulletin boards.

(f) Police entire exterior hangar area, office, and shop spaces.

(g) Ensure all hazardous wastes have been properly labeled and turned into NAS Lemoore Hazardous Waste Facility.

b. Procedures for vacating of BEQs will be per current NAS Lemoore directives.

c. Pre-deployment personnel actions are as specified in enclosures (1) and (2).

d. The pre-deployment briefing for families conducted per reference (b) covers many of the problems that may arise during the deployment. However, in addition to the information given at these briefings, Commanding Officers shall ensure that all married squadron personnel are briefed regarding the following items:

(1) Procedures for renewal and issuance of Dependent Uniformed Services Privilege and Identification Cards.

(2) Procedures necessary to obtain or renew automobile station stickers.

(3) Direct all legal, chaplain, and housing problems to the designated NAS offices.

(4) Direct all medical problems to Naval Hospital, Lemoore.

(5) Ensure good understanding of Champus/TRICARE procedures, especially for dependents who will be away from NAS Lemoore area for extended periods during deployment.

(6) Matters of an emergency nature not covered above should be directed to the Navy and Marine Corps Relief Society or American Red Cross Field Representative at NAS Lemoore.

e. Commanding Officers may assist COMSTRKFIGHTWINGPAC and the various NAS offices concerned with dependents' problems by ensuring that current rosters are submitted to key personnel during deployments. (Key personnel are considered to be the Commanding and Executive Officers' wives, and designated Ombudsman).

f. Transportation equipment shall be returned to the custody of Public Works.

g. All doors with built-in locks shall be checked to ensure proper operation. Installation of hasps in lieu of repairing or replacing door locks is not authorized.

h. Maintenance pre-deployment actions are discussed in enclosure (4). Additional questions can be referred to COMSTRKFIGHTWINGPAC (Code N4).

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5. Return from Deployment Procedures

a. Advance liaison officers shall be provided by the squadron Commanding Officer. These officers shall act for the squadron in the inspection and acceptance of hangar spaces, preparation of spaces for occupancy by the unit upon its return, and for the determination of security discrepancies, material condition, and adequate equipage level. The advance liaison officer shall make arrangements for the procurement of BEQ spaces, meal passes, and commuted ration forms required by the squadron. The Commanding Officer may also designate enlisted personnel to assist the advance liaison officer.

b. The Commanding Officer may, at his/her discretion, designate a representative to sign check-in inventories by forwarding such authorization in writing to the NAS Supply Department. The representative shall be responsible for the acceptance and custody of all office equipment and may accept early partial issue of such office equipment deemed necessary. To schedule the joint furniture inventory and delivery of minor property, the squadron will contact the NAS Supply Department. Section "C" allowance furniture and office equipment will be assigned per enclosure (3), subject to availability. Requests for issue in excess of the established allowance will be forwarded to the Supply Department. Should a squadron remain onboard the station for three years, a joint triennial minor property inventory will be conducted by the station furniture custodian and the designated representative.

c. All members of the advance party should have in their possession no cost TAD orders endorsed with time of departure from the ship and time of arrival at NAS Lemoore, as well as leave authorization if leave is to commence prior to the return of the remainder of the unit.

d. Hangar space and parking assignments will be assigned by the Chief Staff Officer.

e. Requests for BOQ/BEQ assignments will be made to NAS Lemoore. It is recommended that this be done approximately one month prior to the planned return date. The request shall include a roster of those personnel requiring BEQ berthing.

f. Within one week after the return of a unit from deployment, a complete list of all squadron telephone numbers will be submitted to Public Works (Code PMA) and to COMSTRKFIGHTWINGPAC (Code N10). Any changes to this listing should be submitted as they occur.

g. Support Equipment (SE) Issue

(1) Commanding Officers of squadrons shall ensure that all personnel operating SE are thoroughly instructed in their responsibilities governing the operation of this equipment and adhere strictly to current regulations.

(2) Squadrons are issued SE from the SE Division of the AIMD upon request of the Commanding Officer. Issue will be made consistent with applicable allowance lists and availability of equipment. SE will be inspected for completeness and material condition jointly by SE shop pool personnel and a squadron representative prior to issue. Commanding Officers will submit to the SE Division a list of personnel authorized to draw SE as soon as possible after return. SE shall be issued only to authorized and qualified personnel.

(a) Local training activity (AIMD) must submit a certificate of completion of formal training to Commanding Officers. After the trainee has completed all required OJT, the Maintenance Officer will issue the trainee an SE Operators license (4790/102).

(b) In the case of self-propelled SE, a valid U.S. Government Motor Vehicle Operators Identification Card (Standard Form of 346) or valid state driver's license is a prerequisite for issuance of an SE license.

g. Host squadrons for returning units are designated by COMSTRKFIGHTWINGPAC in order to provide wide latitude in the accomplishment of return procedures. Normally, squadron security and line personnel are not present at the time squadron aircraft depart or return. Therefore, a host squadron will assist in parking and security of aircraft until the main body of personnel returns. Host squadrons will also assist in the completion of administrative and support functions not only for squadrons returning from deployments, but also east coast squadron detachments and special events, the need for which will be determined by COMSTRKFIGHTWINGPAC.

h. Special detail personnel will be assigned, on a TEMADD basis, for support activity augmentation.

i. Issuance and assignment of squadron transportation is made by the Public Works Equipment Dispatcher. The transportation officer, after arrival from deployment, shall sign a custody card for the vehicle(s). Commanding Officers are urged to have at least three Signature Authorization Record Forms, 12ND GEN 5500/2 (Rev. 11-70), completed and sent to the equipment dispatcher for future requirements. The authorization cards can be signed and forwarded via the driver to the Public Works Equipment Dispatcher for immediate issuance of vehicles.

j. Each squadron shall appoint a facilities liaison representative to establish a single point of contact for facility and Supply Department related matters.

k. Pay records for returning units should be delivered personally by squadron Disbursing Clerks to Personnel Support Activity Detachment Lemoore immediately upon arrival.

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1. Maintenance post deployment actions are discussed in enclosure (4). Additional questions can be referred to COMSTRKFIGHTWINGPAC (Code N4).

6. Forms. CSFWP 5400/1 (2-95), Non-Deploying Personnel Roster can be reproduced locally. OPNAV 4790/102, Operator Identification Card can be obtained through the Navy Supply System. (12ND GEN 5500/2) Signature Authorization Record Form and U.S. Government Motor Vehicle Operator's Identification Card can be obtained from the NAS Lemoore Supply Department.



D. L. CLARKSON
Commander



L. D. CHILDRESS
Commanding Officer

Distribution:

CSFWPACINST 5215.1D

List I (less A2-3, BI, C3-4, 18-21)

List III (less E5)

LEGAL PRE-DEPLOYMENT CHECKLIST

1. Three months prior to deployment

a. Ensure that appropriate legal reference materials are on hand.

(1) Manual for Courts-martial

(2) JAGMAN

(3) COMNAVAIRPACINST 5440.15H

(4) CINCPACFLTINST 5400.3H

(5) Navy Regulations

(6) MILPERSMAN

b. Contact Naval Legal Service Office Detachment Lemoore and arrange for pre-deployment coordination and assistance.

2. Two months prior to deployment

a. Review pending disciplinary cases and take action to ensure timely completion.

b. Review pending civilian disciplinary problems, arrests, and court appearances, individuals involved, status of cases, and determine action necessary to resolve prior to deployment.

c. Review pending and contemplated administrative separation cases to ensure proper completion of processing prior to deployment.

d. Review requests for legal assistance and monitor progress.

3. One month prior to deployment

a. Review pending disciplinary actions and administrative separation cases.

1. Identify cases which must be completed before deployment.

2. Identify cases which could be resolved during transit.

3. Prepare a list of personnel for whom TAD or TEMDU orders to NAS Lemoore may be required for resolution of pending legal or administrative actions. Notify NAS Lemoore SJA and trial services.

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b. Ensure all pending legal assistance matters have been resolved.

4. Two weeks prior to deployment. Deliver necessary documents to NAS Lemoore for TAD and TEMDU personnel. It is imperative that NAS Lemoore SJA have all required paperwork and they are aware of all legal cases prior to deployment.

PERSONNEL PRE/POST-DEPLOYMENT CHECKLIST

1. Two months prior to deployment. Begin preparation of emergency data forms for all officer and enlisted personnel.

2. One month prior to deployment. Administrative Officer contact COMSTRKFIGHTWINGPAC Administrative Officer to discuss pre-deployment brief and number of non-deploying personnel. Non-deploying personnel must meet the following criteria:

a. Transfer. Transfer of personnel with more than 30 days remaining to date of transfer from date of deployment will not be authorized except on a case by case basis as approved by COMSTRKFIGHTWINGPAC and concurred by NAS Lemoore. All personnel transferred to NAS Lemoore (others) will have appropriate TAD orders issued. All supporting documentation for the transfer must be completed three days prior to transferring/accepting the individual.

b. Separations. Personnel scheduled for separation with more than 30 days to EAOS date will not be authorized except on a case by case basis as approved by COMSTRKFIGHTWINGPAC and concurred by NAS Lemoore. All personnel scheduled for or in the process of separation by reason of disciplinary action (i.e., drugs/alcohol, misconduct discharges) must have documentation submitted to BUPERS and Commanding Officers prior to transferring personnel to SJA TEMDU for separation processing (SEPROS). COMSTRKFIGHTWINGPAC and NAS Lemoore will be info addressees on the message. All other personnel scheduled for separation will be transferred to NAS Lemoore (Others), on TEMDU for SEPROS basis with proper supporting service record documentation (i.e., completed evaluation, smooth DD-214). Strict adherence to MILPERMAN is required.

c. Medical Holding. Non-deploying personnel currently in or scheduled for medical holding who will be assigned for a period of more than 30 days will be transferred TEMDU. Strict adherence to TRANSMAN is required.

d. TEMADD. Personnel will not be left behind to any activity within COMSTRKFIGHTWINGPAC on a TEMADD basis without the prior approval of COMSTRKFIGHTWINGPAC (i.e., Humanitarian/Hardship cases, etc.)

3. Ten days prior to deployment. Squadrons shall submit to COMSTRKFIGHTWINGPAC completed Emergency Data Forms (CSFWP 5300/1 (Rev 5-97) for all deploying personnel, along with officer and enlisted Social Rosters for all personnel. It is imperative Emergency Data Forms be checked for completeness by the deploying command prior to submission. Deploying unit's Personnel Officer, CMC and Leading Personnelman will meet with COMSTRKFIGHTWINGPAC Administration and PSD, NLSO representative, and Admin Services representative NAS Lemoore (others) to validate service record actions of all non-deploying personnel. Upon validation, non-deploying personnel will check into NAS Lemoore (others).

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Upon completion of check-in procedures, members will be made available for barracks and hangar clean-up. Deploying units will designate one POIC for mustering purposes and control of non-deploying personnel.

3. Non-deploying personnel will be listed on enclosure (5) of this instruction in order of departure or separation date.

4. Non-deploying personnel not meeting the requirements listed above will be handled on a case by case basis by COMSTRKFIGHTWINGPAC Admin, the squadron, and NAS Lemoore (others).

NOTE: Personnel left behind without proper approval of COMSTRKFIGHTWINGPAC will be returned to the parent squadron after ascertaining the individual's status. Strict adherence to this enclosure is required in order to ensure the most effective use of limited TEMADD funds and personnel.

5. 45 days before return from deployment. Notify NAS Lemoore of pending return to arrange for contract of copy machines.

6. Five days following deployment.

a. Submit Personnel Manning Assistance Report (PERSMAR) final report.

b. Within one week after return of a unit from deployment, a complete list of all squadron phone numbers will be submitted to Public Works (Code PWA) and to COMSTRKFIGHTWINGPAC (Code N10). Any changes to this listing should be submitted as they occur.

7. Public Affairs news releases and/or photos will be forwarded to the NAS Lemoore Public Affairs Office approximately one month prior to the return of the unit in order to provide for advance publicity of news coverage. Additionally, confirmation should be made within 48 hours of the unit's return, especially when a change in the arrival date seems evident. Annex F to reference (d) provides specific guidance and is applicable to STRKFIGHTWINGPAC units.

(a) External releases dealing with outchop or other material of operational or fleet exercise news beyond the purview of the squadron are to be released by message per reference (d).

(b) Internal releases dealing with personnel advancements, promotions, awards, milestone achievements, etc., for release to the station newspaper may be mailed or sent by message directly to the NAS Lemoore Public Affairs Office or the Golden Eagle at eagle@lemoorenet.com.

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ALLOWANCE RECORD OF SECTION "C" ITEMS

<u>NOMENCLATURE</u>	<u>FLEET SQUADRON ALLOWANCE</u>
Conference Desk	2
Desk Double Pedestal	43
Computer Work Station 60%	32
Bookcase	55
Filing Cabinet 5 Drawer	46
Locker Single Door Storage	3
Locker Double Door Storage	58
Locker Single Door Clothing	19
Locker Double Stack Gym Style	49
Chair Executive	3
Chair Medium Back With Arms Ergonomic	138
Sofa	3
Loveseat	2
Easy Chair	1
Refrigerator	16
Conference Table 48" x 130"	2
Typewriter Stand	3
Small Table 48" x 48"	6
Large Table 48" x 72"	5
End Table	1
TV/VCR Stand	3
Wall Divider	5
Whiteboard	25
Corkboard	1
Buffer	2
Vacuum	2
Safe 5 Drawer	7
Safe 2 Drawer	4
Safe Small Vault	2
Typewriter, Electric	4

- COORDINATION OF REPAIRS TO OFFICE EQUIPMENT CAN BE MADE BY
TELEPHONING SUPPLY DEPARTMENT, EXTENSION 2680.

- REQUESTS FOR REPLACEMENTS OF UNSERVICEABLE FURNITURE AND ADDITIONAL
FURNITURE WILL BE FORWARDED IN WRITING TO THE SUPPLY DEPARTMENT,
(CODE 4126).

- IF REQUESTED ITEMS ARE NOT IN INVENTORY, THOSE ITEMS WILL BE
PURCHASED BY THE SUPPLY DEPARTMENT AS FUNDS ARE AVAILABLE.

Enclosure (3)

MAINTENANCE PRE/POST DEPLOYMENT CHECKLIST

1. 180 Days prior to deployment Request MPA visit from CSFWP AMMT (Code N41).
2. 90 Days prior to deployment
 - a. All assigned aircraft shall have completed compass swing within 90 days of deployment, per CNAPINST 13220.1C.
 - b. All support equipment on a calibration cycle will be calibrated within 90 days prior to a scheduled extended deployment of 60 days or more per OPNAVINST 4790.2G.
3. 45 Days prior to deployment
 - a. Request pre-deployment Material Condition Inspection (MCI) from CSFWP (Code N41).
 - b. CSFWP (Code N41) designate host squadrons to assist deploying units with aircraft servicing and launch.
 - c. Submit all critical non-prepositioned IMRL shortages to CSFWP (Code N46).
 - d. Review requirements for all Wing controlled assets, (i.e., ECM equipment, mission equipment, video equipment, etc.), to ensure proper quantities for deployment. Contact CSFWP (Code N4114) for assistance to fill shortages. (COMSTRKFIGHTWINGPACINST 3430.1D refers).
 - e. Identify critical NMCS/PMCS requirements to CSFWP (Code N41). Continue on-going dialogue until scheduled departure date.
4. 30 Days prior to deployment
 - a. Ensure all assigned pods (targeting, navigation and LST) are verified ready-for-use (RFU). Contact CSFWP (Code N4114) for assistance as required.
 - b. Contact NASL AIMD ECAMS and coordinate ECAMS networking closeouts and coordinate deployed networking of data transfer tapes.
 - c. Arrange for dead storage CONEX boxes with Supply Storage Branch.

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d. Submit triwall, pallet, packing material requirements to NASL Supply.

5. 15 Days prior to deployment

a. Ensure all PME inventory and equipment calibration is complete. Immediately prior to deployment, pick up pre-printed meter cards and Format 350 from PME.

b. Submit Tranship list to Supply Department Receipt Control/Customer Service for all outstanding documents which require forwarding to your activity during cruise. Cancel all unnecessary unfilled requirements and all unfilled HAZMAT requirements.

c. Notify Supply Fuels Branch of squadron departure date.

d. All Issue Group II and III requisitions will be submitted with a "fill or kill" (5K) advice code.

6. 7 Days prior to deployment

a. Return all IMRL SE with preposition codes P and E to AIMD SE Division prior to squadron pack-up.

b. Return sub-custody flight line spares to supply. Ensure no repairable IOUs are remaining.

c. Submit closeout fuel/LOX/nitrogen requisitions to Supply Fuels Branch. After closeout billing has occurred, all fueling will be done with the DD1896 Jet Fuel Identiplate.

7. Prior to return

a. Request Post-deployment Material Condition Inspection (MCI) from CSFWP (Code N41) via naval message. Inspection must be conducted within 30 days of return.

b. Recommend one (1) Aviation Storekeeper be part of advance detachment.

c. Advance detachment contact Comptroller Resource Management Branch (Code 4120) for document number assignment.

d. Advance detachment AK liaison with ASD/Customer Service.

e. Contact NALCOMIS Supervisor (Code 4150) for installation of NALCOMIS terminal into squadron spaces and password assignment.

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8. 10 Days after return

a. Submit memorandum to Aviation Support Division (ASD) for runway spares.

b. Submit clearance list to ASD for personnel authorized to receive classified material from supply.

c. Update signature authorization at Supply.

NON-DEPLOYING PERSONNEL ROSTER

ENTRIES ON THIS FORM WILL BE PRESENTED IN ORDER OF DATE OF DEPARTURE

SQUADRON: _____

NAME	RATE	SSN	REQUIRED ACTION	DATE OF DEPARTURE	COMMENTS
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					

REQUIRED ACTION: T-TRANSFER S-SEPARATION O-OTHER